

Related Technical Instruction Form (RTI)

The following form must be submitted once a training provider has been selected for the program, and prior to the apprentice start date, or at any time there is a new training provider for the established occupation.

A. Sponsor Requirements

The apprentice sponsor shall ensure that the apprentice receives 150 hours per year of related instruction, depending on the occupation. Such instruction may be given in a classroom, through correspondence courses or other forms of self-study and is subject to DAS approval.

The sponsor may choose (but is not required) to cover the cost of related instruction or any materials necessary for such instruction. If the apprentice is to be responsible for all or any portion of such costs, the apprentice agreement must contain an explicit statement to that effect; otherwise, the sponsor is responsible.

The apprentice shall be trained in safe and healthful work practices and shall work only in environments that comply with all applicable Massachusetts and Federal occupational safety and health standards.

1. Indicate below the method of related instruction (Select all that apply).
 - ☐ Accredited public post-secondary institution (i.e. community college, state university)
 - ☐ Accredited private post-secondary institution
 - ☐ Private, industry-recognized training provider
 - ☐ In-house training provider, provided by employer *(fill out Proctor Certification)*
 - ☐ Other:
2. Training will be provided: ☐ Online ☐ In classroom ☐ Hybrid online/in classroom
3. RTI hours per year:

By the signature placed below, the **program sponsor** agrees to provide the prescribed RTI for each registered apprenticeship and assures that:

1. The RTI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RTI is coordinated with the on-the-job work experience.
3. The RTI is provided in safe and healthful work practices in compliance with DAS and applicable federal and state regulations.

Printed Name of Program Sponsor

Signature of Program Sponsor

B. RTI Training Provider Information – All Institutions

If your related technical instruction will be provided by an institution in Massachusetts (i.e. not in-house), please fill out the section below.

Occupation Title:		Total RTI Hours:	
Training Provider Organization Name:			

Please attach a letter from the training provider organization that includes the following information:

- Name of training institution
- Number of hours for each course
- Schedule of courses (days of week and hours of instruction)
- Location of courses (name and address of institution)

The letter should be signed by either the head of the relevant department or by a member of the senior leadership team (i.e. Chancellor, Provost, President, etc.)

C. RTI Training Provider Information – Non-Accredited Institutions OR In-House Training

If your training provider is not provided by an accredited Massachusetts institution OR is provided in-house, you must submit **proposed curriculum** and a **Proctor Certification form** (next page).

Check all that apply:

- A Proctor Certification Form is attached. ☐
- Curriculum is attached. ☐